

In order to ensure that the different roles of Federal employees and contractor employees are recognized, it is important to be able to clearly identify contractor employees. FAR 37.114(c) states “All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public or Congress that they are Government officials [Contractors] must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.” Please remind your contractors of this obligation and provide them with the following instruction when sending e-mail:

Contractors who use a “.gov” email address must identify themselves as contractors in their e-mail, either by stating they are a contractor supporting DOE or by their signature block.

For example:

John Jones
XYZ Corp., Contractor to the
United States Department of Energy
1000 Independence Avenue, SW
Washington, DC 20585

The following signature blocks are NOT acceptable: Mary Smith, Senior Advisor, on detail from Lawrence Livermore National Lab; Joe Kelly, Executive Assistant, through Midtown Personnel, Inc. The word “contractor” MUST appear in the signature block.

Contractor personnel should never use a signature block in any email (or in other documents/correspondence) in any manner that creates or may create an appearance of being a Federal employee.